

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 6, 2020 at 9:00 a.m. in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt and Kuehl

MEMBERS EXCUSED: Hilbert

ALSO PRESENT: Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Lynn Hron, Clerk of Courts; Becky Bell, Human Services and Health Director; Alyssa Schultz, Human Services Supervisor; Russell Freber, Physical Facilities Director; Nate Olson, Planning/Economic Development Administrator; Karen Gibson, County Clerk; Patti Hilker, Treasurer; Kim Nass, Corporation Counsel.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present except Hilbert, who was excused.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the regular and closed session meeting of September 15, 2020. Second by Greshay. Motion carried without negative vote.

Hinze reviewed the current Holiday Policy and provided calendars for the 2021 Christmas and 2022 New Year's holidays. Hinze and Hron explained the observance of holidays in the courts. Hinze offered several options for discussion including observing another day or offering a floating holiday. There was discussion regarding when to observe the holidays.

Motion by Schmidt to observe the Christmas 2021 holiday on Monday, December 27, 2021 and 2022 New Year's Day holiday on Monday, January 3, 2022. Second by Greshay. Motion carried without negative vote.

Hinze provided clarification regarding the 12-Hour Shift Policy in the Sheriff's Office indicating that overtime is earned for all hours paid over 40 hours per pay week.

Hinze provided an update on how the Alternative Work Schedule Policy and Telecommuting Policy have been working indicating that they were initially adopted on a temporary basis with a review in October. There was discussion regarding the policies.

Motion by Kuehl to approve the Alternative Work Schedule Policy and Telecommuting Policy on a permanent basis with periodic reports to the Committee including any issues that arise. Second by Schmidt. Motion carried without negative vote.

Hinze reviewed the decision by the Committee in April 2020 allowing employees to voluntarily work the polls during the employee's work hours and paid for wages if the per diems from the municipality were turned over to the County. Hinze stated that the Wisconsin Counties Association held a webinar regarding this topic. It was noted in this webinar that Fond du lac County approved employees to voluntarily work the polls, receive wages for the day and keep the per diem from the municipality. Gibson explained poll worker needs, training, per diems, and which polls an individual can work at.

Motion by Greshay to approve employees volunteering as poll workers to receive the regular wage for their hours of work on the day of the election and allowing employees to keep the per diem

from the municipality for the November 2020 election. Second by Kuehl. Motion carried without negative vote.

Hinze explained that the Department of Labor provided a clarification of the definition of a health care worker that is exempt under the Federal Families First Response Act (FFCRA). Hinze stated that in review with Clearview administration and Human Services and Health, the list of exempt positions was revised and signed by County Board Chair, Russell Kottke, under the Executive Order.

Hinze reviewed three items on the priority list recommendations from McGrath Human Resources Group.

- a) Hinze stated that funding for the recommended compensation structure is included in the 2021 budget for implementation July 1, 2021 and is in a holding pattern until the budget is passed by the County Board at the November meeting.
- b) Hinze reviewed the Performance Management Consulting Services indicating that half of the service cost will be funded in 2020 and half budgeted for 2021 and is pending approval of the 2021 budget. Hinze indicated that the contract has been approved and will not be acted on until the budget is passed by the County Board at the November meeting. A consensus of the Committee agreed with the proposal.
- c) Hinze stated that the Pay for Performance and vacation timeline requires heightened awareness in 2021. Hinze stated that if agreed upon by the Committee, McGrath Human Resources Group can be scheduled for an education session with the Committee in December. A consensus of the Committee agreed with the proposal.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Twelve (12) Contact Tracer I, II, III – LTE	Human Services & Health
One (1) Customer Service Specialist – Clinical Services – LTE	Human Services & Health
One (1) Social Worker I, II, Senior – Child Protective Services Ongoing	Human Services & Health
One (1) Clinician I, II, III – Community Programs	Human Services & Health
One (1) Maintenance Mechanic	Physical Facilities

Discussion was held regarding the number of Contact Tracers needed and the need for expedited filling of these positions. It was the consensus of the Committee to waive the pre-employment drug test requirement for the Contact Tracers in an effort to speed up the hiring process for these position.

Motion by Greshay to approve the Personnel Requisition as presented. Second by Schmidt. Motion carried without negative vote.

There were no leaves for consideration.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: APPOINTED OFFICIAL: None. NEW HIRE – FULL TIME: Jennifer Farmer, Elder/Disability Specialist, Human Services & Health, \$25.80, DC07, ST01, 09/25/2020; Ashley Vogel, Clinician IV-Outpatient, Human Services & Health, \$30.23, DC09, ST01, 10/05/2020; Brigitte Shepard, Customer Service Support Specialist, Human Services & Health, \$14.73, DC02, ST01, 10/06/2020; Zachary Giese, Highway Maintenance Technician, Highway, \$21.18, HWY05, ST01, 09/30/2020. HIRE – PART TIME: Douglas Korducki, Transportation Driver, Human Services & Health, \$12.78, MSC17, ST01, 09/28/2020. LIMITED TERM/SEASONAL NEW HIRE: Natasha Pedone-Kahle, Contact Tracer III – LTE, Human Services & Health, \$27.19, DC07, ST03, 09/29/2020; Mari Heideman, Contact Tracer II – LTE, Human Services & Health, \$23.58, DC06, ST01, 09/29/2020. LIMITED TERM/SEASONAL REHIRE: None. RECLASSIFICATION: None. PROMOTION: Danielle VanEgtern, Chief Deputy County Clerk, Human Services & Health, \$21.37, DC05, ST01, 09/24/2020. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report

Hinze indicated there was no reason to go into closed session. Hinze reviewed availability dates with Committee members for negotiations.

Future Agenda Items: McGrath priorities list, Contact Tracer Pool, Negotiations.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, October 20, 2020 at 9 a.m. and Tuesday, November 3, 2020 at 9:00 a.m.** and which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:57 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.